



DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

MCCS-Z

31 MAR 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Evaluation Clearance Policy

1. Effective immediately, every officer and noncommissioned officer outprocessing Fort Sam Houston will depart the installation with a completed copy of his or her OER/NCOER. Accordingly, soldiers scheduled for Permanent Change of Station, Retirement, or Expiration Term of Service will ensure that all rated officers and NCOs under their supervision receive the appropriate evaluation report.
2. Any exception to this policy must be justified in writing by the first 0-6 in the departing soldier's chain of command or directorate. All units serviced by the Evaluations Branch must develop and maintain suspense and tracking systems to ensure timely completion of mandatory and optional reports. Unit S-1s must verify the accuracy and completeness of the soldier's evaluation and rating scheme prior to signing the unit level clearance form.
3. I solicit your support in ensuring that leaders at all levels are actively involved in the evaluation process and employ business practices to ensure OER/NCOER timeliness, accuracy, and completeness.
4. The proponent of this policy is the Adjutant General, Human Resource Business Center, DSN 471-0963 or COMM (210) 221-0963.

DANIEL F. PERUGINI
Brigadier General, MC
Commanding

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